

**NORTHERN PLAINS AREA
Policy Memorandum**

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| DATE: | September 13, 2005 |
| SUBJECT: | Paying Registration Fees which Include Lodging |
| NUMBER: | PM-05-007 |
| EFFECTIVE DATE: | Immediately Until Replaced or Superseded |

1. Purpose

ARS employees quite often attend conferences, meetings and training courses in which lodging or other travel related expenses are included as part of the registration fee. We know that the travel card cannot be used for registration fees and the purchase card cannot be used for travel related expenses, so the question is “What is the legal and correct way to pay these expenses?”

2. Policy Memoranda

The Acquisition and Property Division Policy Branch at HQ has determined that the above statement, concerning use of the purchase card and travel card, is true as long as they are stand alone transactions. When they are mixed we came up with the following guidance:

1. If the lodging, meals or other travel related expenses are “part and parcel” of the registration fee, or if they must be paid at the same time as the registration fee as a single transaction and/or the sponsoring organization will not accept the travel card, they can and should be paid via the purchase card.
 - i.e. The Western Management Development Center in Denver offers a three week management training course for a fee of \$3,500. Included in that fee are meals and lodging. You must stay at the place where the training is taking place and the meals are served as part of the training program and are not broken out separately. It is correct to put the entire \$3,500 fee on the purchase card as the meals and lodging are clearly “part and parcel” of the fee.

2. If the travel related expenses can be separated or broken out of the registration fee or they can be paid at the time of the meeting via the travel card, then they must be paid separately using the purchase card for the registration fee and the attendee's travel card for the travel related items.

i.e. The Range Society hosts their annual meeting. The registration form lists the registration fee and lodging fee and/or other travel related expenses separately. It is subsequently determined that they can be paid separately. In this case, the registration fee only can be put on the purchase card. The lodging and other travel related expenses must be paid with the attendees travel card either in advance, (if required) or at the time of the meeting.

Please keep in mind if the lodging expense is paid with the travel card well in advance of the meeting date, the attending will be responsible for paying the travel card statement by the due date. If they wish, they may submit an SF-1164, (with the travel card statement attached to document the paid charges) and be reimbursed for these expenses in order to pay the travel card statement. Or they can wait until they submit the travel voucher and be reimbursed then. Either way the attendee's travel card statement must be paid, in full, by the due date.

3. Applicability

All NPA Offices and Locations

4. Point of Contact

For further information, please contact the Area Transportation Assistant (970-492-7026) or the Area Budget & Fiscal Officer (970-492-7010)

/s/

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